

EXECUTIVE OFFICE

PLANS, PROGRAMS AND ADMINISTRATION STAFF

1. This major administrative support element (formerly known as the Administration and Training Staff under the Director of Security), which will be directly responsible to the Executive Officer, Office of Security, has been restructured to include a Plans and Programs Branch. Under the proposed amalgamation, the Plans and Programs Branch (formerly known as the Executive and Planning Division, Office of the Executive Officer, Office of Security) will be responsible for the preparation of all plans and programs related to current and projected budgetary requirements of the Office of Security, as well as preparation of Office of Security reports on production, progress and objectives. In addition, this Branch will be responsible for maintaining a central control on all key documents received within the Office of Security to assure timely response in meeting deadlines or requirements levied by other Agency components.

2. The Plans, Programs and Administration Staff will have overall responsibility for: plans, programs, budget, fiscal, personnel, logistical and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [redacted] foreign field units; developing and implementing internal administrative policies and procedures pertaining thereto; preparing Office of Security reports on production, progress and objectives; preparing the Office Program Call for submission to the Deputy Director for Management and Services and the Office of Planning, Programming and Budgeting; providing personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for the Career Service, and consultation with supervisors for career management and development purposes; assuming accountability for all property assigned to the [redacted] and for certain technical equipment assigned [redacted]

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S E C R E T

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to Headquarters; preparing administrative reports and studies on Office budget matters and maintaining budget controls and financial records; preparing and executing the Agency Security Education Program; and, coordinating and administering formal and tutorial security training for the Office of Security and other Agency components.

S E C R E T

EXECUTIVE OFFICER

1. There was a quick meeting of the minds that the Executive and Planning Division should be abolished and consolidated within a Plans, Programs, and Administration Staff, which would continue with the traditional support responsibilities of the existing Administration and Training Staff. There was no question about the need for this merger because of the increased emphasis of the Deputy Director for Management and Services on the monitoring of program submissions and project objectives.

2. It was the consensus of the Task Force that the newly established Plans, Programs, and Administration Staff should operate under the general cognizance of the Executive Officer, who would have overall responsibility for the policy direction of the Staff. It was readily recognized that standard administrative support functions would be handled by the Chief of the Plans, Programs, and Administration Staff, who undoubtedly would have a direct line of communication to the Director of Security, as the latter individual considered appropriate. The Task Force generally felt that the newly established Staff will have a number of Career Security Officers assigned to it and the unit might appropriately operate under the general aegis of an Executive Officer, who would not be addressing routine and standard administrative support activities, but would be conversant with the major plans and programs of the Office of Security.

25X1A 3. The Special Security Center will remain basically the same. The Task Force did not feel that any useful purpose would be served by making any substantive changes relating to the Special Security Center, when the situation is so extremely fluid as a result of the [ ] review. At this point the Special Security Center will remain under the direct authority of the Executive Officer, and consideration might later be given to the transfer of relatively minor functions to the Deputy Director for Physical, Technical and Overseas Security because the activities are more in the physical security area rather than compartmented security policy. Some sentiment was also expressed that the [ ] might wish to have the Task Force later take a fresh look at our entire approach to the [ ] concept in terms of the new Agency environment, and the community responsibilities of the new DCI.

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4. A member of the Executive Staff serves as Secretary to the Security Committee of USIB. With the dissolution of Executive and Planning Division, it was felt that this Career Security Officer should serve directly under the Executive Officer and otherwise assist on overall security policy matters, rather than placing him under the control of the Chief, Special Security Center, whose primary mission is in the compartmented security field.

5. As has been indicated elsewhere, the Task Force was in full agreement that the Records Management Officer should be assigned directly to the Security Records Division, where there is a serious records problem, and increased emphasis must be placed on the microfiche project.

6. It is to be noted that the Chief of the existing Executive and Planning Division is, for all intents and purposes, functioning on a regular basis as the DCI representative to the National Military Information Disclosure Policy Committee (NDPC), which is chaired by the Department of Defense. He coordinates action in CIA and attends the monthly meetings in the Pentagon. Arrangements will have to be made at a later date for coverage of this activity, either by the Deputy Director of Security for Physical, Technical and Overseas Security, or some other element of the Agency.